



# South Atlantic Area Advisory Council for Office Professionals Newsletter

Spring

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## Meet Your Council Members

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## ABOUT THE COUNCIL



The South Atlantic Area Advisory Council for Office Professionals was started in 1995 under the direction of Dr. Mary Carter, and has had continued success since that time. The mission of the SAA ACOP is to serve the Secretaries, Research Leaders and Area Management in an advisory capacity. Our goal is to strengthen the professional bond between secretarial/clerical support personnel and management, through improved communication, enhanced training, and establishment of a working mentoring and orientation program.

We have made tremendous strides towards meeting our goals.

We look forward to being of service to you and we appreciate and thank all of our sponsors.





***On behalf of the Council, we  
would like to welcome and introduce our  
Newest Council Members***

**GLEND STRICKLAND**



Glenda's a Florida native born in Stuart and grew up in Belle Glade. Graduate of Belle Glade High School, Marketing Management Certificate, Broward Community College. Studied Business Administration at Queens College, Charlotte, N.C. Retired from BellSouth Business Systems, Inc., Large Business, - Sales Associate, 2003. Holds active Florida Real Estate License with GRI, ePRO designations and Bonded Notary License. Currently employed as PSA at USDA, ARS, Sugarcane Field Station located in Canal Point, Florida, and Todd Realty, Inc., Pahokee, Florida. Member of American Legion and BPOE (Elks).



**TYSON MCCOY**



Tyson was born in Seoul, South Korea and was adopted in 1980. He grew up in Ashland, Nebraska and graduated from Ashland HS in 1992. Attended the Univ of Nebraska, prior to joining the U.S. Marine Corps. After a 13 yr career in the Marines, he was medically retired and worked for the State of PA. During this time, he finished his BS in Business Admin from Central Pennsylvania College, graduating Summa Cum Laude. Currently he is 8 months from completing his Masters in Business Admin from Kaplan Univ. He holds a 4<sup>th</sup> degree black belt in Taekwondo, enjoys playing golf and competitive ping pong in his off time. Tyson is currently employed as a PSA at USHRL in Ft Pierce, FL.



**April 24, 2013**

## **HELPFUL WORD & EXCEL UNIVERSAL SHORTCUTS**

### Word shortcut keys

Most of us spend more time using Microsoft Word than any other Office application, so make use of this handy guide to Word's shortcut keys and cut down the time you spend hunting for what you want among the many menus and toolbars.

**Ctrl+B** Make selected text bold

**Ctrl+U** Underline selected text

**Ctrl+I** Make selected text italic

**Ctrl+L** Align selection or paragraph to the left of the screen

**Ctrl+E** Align selection or paragraph to the centre of the screen

**Ctrl+M** Indent paragraph or selection

**Ctrl+1** Single-space all the lines in selection

**Ctrl+2** Double-space all the lines in selection

**Ctrl+5** 1.5-space all the lines in selection

**Ctrl+Space** Toggle AutoCorrect

**Ctrl+Del** Delete the word to the right of the cursor

**Ctrl+Backspace** Delete the word to the left of the cursor

**Ctrl+Shift+8** Toggle hidden characters that mark spaces, carriage returns, and so on

**F7** Run a spelling and grammar check

**Shift+F7** Use the Thesaurus

### Excel shortcut keys

Don't get bogged down in Excel's options and commands. Use this guide to its keyboard shortcuts to fly around the keyboard and get your work done without having to take your hands away to move the mouse all the time.

**Ctrl+-** Delete the current cell or selection

**Ctrl+Shift++** Insert cell or selection

**Ctrl+;** Insert current date at the selected cell

**Ctrl+Shift+;** Insert current time at the selected cell

**Ctrl+K** Insert a hyperlink or web link

**Ctrl+Tab** Switch to the next worksheet in the workbook

**Shift+F3** Open the formula window

**F11** Create a chart

**Ctrl+Space** Select all of the current

column

**Shift+Space** Select all of the current row

**Ctrl+Shift+1** Format the current cell with commas

**Ctrl+Shift+4** Format the current cell as currency

**Ctrl+Shift+5** Format the current cell as a percentage

**Ctrl+Arrow key** Move to the next used cell in the direction of the arrow key

**Ctrl+F** Open the search box

Universal to almost any word

processor or any Office programs:

**Ctrl+O** Open up the File Explorer (in Out-look opens the message that is highlighted)

**Ctrl+C** Copy

**Ctrl+X** Cut

**Ctrl+V** Paste

**Ctrl+Z** Undo

**Ctrl+P** Print

**Ctrl+R** Right align



# BE PREPARED!



Ever hear that a friend, family member, or co-worker's home was burglarized? Ever have a tornado touch down right down the road from your house? Remember that house fire you saw on the news? We hear about it all the time, but some of us believe, 'that won't happen to me'. What if it did? Are you prepared?

The threat of loss of property from fire, theft, or other causes is always present. An accurate inventory and proof of ownership at the time of a loss can make claim settlement easier and faster. Of course, an inventory will take time to compile, but the time

and frustration it may save you later will more than make up for it. Why not take the time and prepare an inventory of your belongings— it couldn't hurt.

There are several online tools to help you, you can even possibly get a household inventory checklist from your insurance carrier.

Don't forget that taking pictures of your items and gathering receipts can help to prove ownership as well. Keep your photos, receipts and your inventory in a safe place such as a fire proof safe, on a remote computer, USB, or anywhere else that they cannot be destroyed or removed from your property easily.

There are limitations on how much your home

insurance policy will cover for specific items. After cataloging your household belongings, be sure to contact your home insurance agent and see if you have enough coverage for all of your things

The following website offers a few different options to obtain a checklist.

<http://homeinsurance.com/toolsandtips/home-insurance-inventory-checklist.php>



## LincPass Renewal



LincPass cards will begin to expire soon. HSPD-12 sends out automated emails regarding the process to obtain your new card. YOU NEED TO BE ON THE LOOKOUT in your EMAIL, in your JUNK MAIL, and in your SPAM QUARANTINE MAIL for an email regarding your upcoming expiring card. The email should come from HSPD12Admin@usaccess.gsa.gov. The email may not come in the next few days or even the next few weeks, BUT YOU NEED TO BE VIGILENT TO KEEP LOOKING FOR IT UNTIL YOU RECEIVE IT. Following the instructions for the process to renew your LincPass Card is crucial to avoid unnecessary time and expense in having to begin the process from the beginning.

## How Important it is to Backup your Computer Data



One of the most important things for any computer or laptop owner to do on a regular interval is that of backing up the data stored on their hard drive. With viruses, hackers, and other unexpected defects, not backing up your data can be devastating. The act of backing up all of your data on a regular interval helps prevent, in most cases, the total loss of all your important information stored on the hard drive. How does anyone go about backing up his or her PC or laptop?

1. Obtain an external file-storing device that you will use exclusively for backing up data. This will usually be an external hard drive or a USB flashdrive since you can overwrite old backup data easily on these devices, but you can also use DVD-Rs/CD-Rs for more permanent, although smaller sized, backups.

2. Choose a backup application. There are many good backup utilities you can purchase, but Windows does include free backup programs that work just fine. In Windows XP, the built-in backup utility can be found at Start -> Programs -> Accessories -> System Tools -> Backup. In Windows Vista and Windows 7, the built-in backup utility can be found at Start -> Control Panel -> System and Maintenance -> Backup and Restore Center.

3. Connect your file-storing device to your computer and make certain that it will only be used to hold your computer backups. Backups can take up a lot of memory, and you don't want to mix backup files with current files on the same storage medium.

4. Run your backup application and select what files you wish to keep. This usually includes your "My Documents" folder, Desktop, Internet favorites, and your email if you use a local email client. But you can also choose to back

up your entire hard drive if you wish to be thorough.

5. Select your chosen file-storing device as your backup destination in your software and start the backup process. It can usually take a few hours to perform a full backup.

6. Keep your backup device connected to your computer if your software is set to automatically backup your system. If your backups are a manual process, you can disconnect your file-storing device and put it in a safe place, but be sure to backup your PC again on a regular basis – having a current backup is important!

7. Finally, and perhaps most importantly, always keep a copy of your backup in a safe off-site location. If there is ever a disaster in your home/office and your computer is lost or destroyed, you don't want to also lose your backup!



**Where did the time go?** Did you ever sit back and think about where all of your time went during your day? Whether it's the ongoing phone calls or having to drop everything you were working on for a family emergency, time always seems to escape during the day. Time may be difficult to control, and this can add stress to your day. There are many ways people can be efficient with their time.

Time management not only affects your work, it also affects your family/home life. You may think you are great at multitasking, but managing time and being efficient are critical if you are to make the most of your day.

### ***Don't Let Time Manage You!***

There are many different time management tips and techniques that may help. The best method will depend on your personality and habits. The following steps may help you manage your time a little better in the work place and at home.

**Make clear goals** – Establish both short- and long-term goals that build upon each other. **Prioritize** – Many goals and tasks have different values. Prioritize these, and use the information to create an organized “to-do” list.

**Manage distractions** – Remember to stay focused on your goals and tasks.

**Follow your energy cycle** – Understand and recognize when you are most alert and efficient. Schedule work on your most difficult tasks during that time.

**Be realistic** – Know what is a realistic goal or task that you can accomplish, and set a reasonable timeframe to get the job done.

**Manage procrastination** – Don't try to work on the same task for eight hours straight. Take breaks and give your mind a rest.

### ***Getting It All Done***

We get the same amount of time every day. There is no way to save or bank time, and we can't slow it down. Much of our time may seem to be controlled by our parents, teachers, friends and employers. Many parts of the day are dedicated to eating, sleeping, driving and other planned events. But small or large, there is a big chunk of time each day that is entirely ours to control. How we make use of this time depends on how much we enjoy life and how many important goals we want to achieve. Using time well is a key factor in “getting it all done.”

Expand your discretionary time as much as possible by eliminating waste and accomplishing more of what you want with as many minutes of your day as you can.